



# FIRST AID POLICY

## PURPOSE

To ensure the school community understands our school's approach to first aid for students.

## SCOPE

First aid for anaphylaxis and asthma provided for in our school's:

- *Anaphylaxis Policy*
- *Asthma Policy*

## POLICY

From time to time Kallista Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

### Staffing

The principal will ensure that Kallista Primary School has sufficient staff with the appropriate levels of first aid training to meet the first aid needs of the school community.

Kallista Primary School's trained first aid officers are listed at the end of this policy.:

### First aid kits

Kallista Primary School will maintain:

- A major first aid kit which will be stored Sick Bay
- Two back pack portable first aid kit/s and one bumbag kit, which may be used for excursions, camps, or yard duty are stored in Security Room.
- Two yard duty bumbag kits in staffroom.

The Business manager/Principal will nominate an Education Support Staff member to be responsible for maintaining all first aid kits.

### Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Sick Bay and monitored by office staff, and Principal. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

### First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Kallista Primary School will notify parents/carers by sending a note home to parents/carers and by phone call if they require medical attention or are too sick to stay at school
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical. Parents will be contacted and must be spoken to if the child has had a head injury, or suspected, possible broken bone.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment has been administered to a student Kallista Primary School will:
  - record the incident on CASES21
  - if first aid was administered in a medical emergency, report the incident to the Department’s Security Services Unit on 1800 126 126.

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

## FURTHER INFORMATION AND RESOURCES

See other local policies, including *Administration of Medication, Anaphylaxis, Asthma*

## REVIEW CYCLE

This policy was last updated on October 17 2021 and is scheduled for review in October, 2025



## FIRST AID TRAINING -- 2022

TRAINING PROVIDER FOR 2022 is Healthguard.

Contact details over page. Phone- 97294272

## First Aid Training

Staff Member	Training Completed	Date Qualified To
Christine Finighan	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Hilary Morris	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Peter Apostolopoulos	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Liz Nia	May 2019	31/05/2023
Sonja Winkler	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Georgina Ruzyla	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Grant Cameron	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Kylie Eklund	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023
Grace Moxey	Mon 16 May 2022 HLTAID001 Healthguard	31/05/2023